

Form Type

Travel Request Form

City of Hamilton Travel Authorization Form

Traveling From: July 8, 2015 through July 10, 2015
Date of Departure Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/conference/meeting dates.

Authorization is requested by:

ERIC HEIN

Finance

Employee Name

Department

To attend (Course/Conference/Sponsor): Ohio Municipal League Income Tax Seminar

Located at (City and State):

Dublin, Ohio

Registration Fee
(Cost of Course/
Conference/Meeting)

Basic Fee:

\$ \$ 200.00

Other/Additional Fee: \$

Business Justification for Travel

Municipal Income Tax Training Seminar

Transportation Expenses

Check the appropriate boxes and record the estimated miles or cost for each mode of transportation to be used. For personal car, only estimated miles are necessary

☐ City Vehicle

Miles

Estimated Cost

☒ Personal Car162\$ \$ 93.15☐ Airplane

N/A

\$

☐ Rental Car

N/A

\$

Meal/Food Expenses

Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: M&IE Per Diem Rates

☐ In-town/Local

Cost Per Day

of Days

Estimated Cost

☒ Overnight\$ \$ 56.001\$ \$ 56.00

Lodging Expenses

Hotel/Motel Name

Cost Per Night

of Nights

Estimated Cost

Marriott Northwest, Dublin\$ \$ 136.002\$ \$ 272.00

Miscellaneous Expenses

Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.

☐ Parking Costs

\$

☐ Tolls

\$

☐ Taxi Expenses

\$

☐ Other

\$

Account Number:

Total Estimated Cost: \$ \$ 621.15

Submit for Authorization

Send Via Email

For Department Head Use Only

Approved by

☒ Approved

Send Approval